

15 SEPTEMBER 1999



Civil Engineering

HAZARDOUS MATERIAL MANAGEMENT**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

OPR: 42 CES/CEV (Mr Joseph C. Madison)

Approved by: 42 CES/CC (Lt Col Wilfred T. Cassidy)

Pages: 18/Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 32-70, *Environmental Quality*; AFPD 23-2, *Supplies and Material Management*; AFPD 91-3, *Occupational Safety and Health*; AFI 32-7086, *Hazardous Materials Management*. It establishes procedures and standards that govern management of hazardous material throughout the Air Force. It applies to all Air Force personnel (at classified and unclassified operations) who authorize, procure, issue, use, or dispose of hazardous materials, and to those who manage, monitor, or track any of the proceeding activities. This instruction applies to all Air University, 42nd Air Base Wing, tenant units and contractor personnel procuring hazardous materials on Maxwell Air Force Base. Maxwell Air Force Base (MAFB) referenced throughout includes Maxwell AFB and Gunter Annex. It also establishes guidelines for conforming to the HQ USAF Hazardous Materials Management Office (HAZMO) concept, elements, procedures and goals. Proper management and total life cycle control of hazardous materials are necessary to ensure compliance with federal, state, local and Air Force environmental, safety and health laws and regulations. In addition, Headquarters, United States Air Force has directed the implementation of specific programs and requirements to address these management issues. It prescribes the use of AF Form 3952, **Chemical/Hazardous Material Request/Authorization Form**, when ordering hazardous materials. See attachments for list of references and supporting information for completing this form.

Section A--References, Abbreviations, Acronyms, and Terms.

1. **Terms, Definitions, and References.** See attachment 1.
2. **Acronymns.** See attachment 2.

Section B--Guidance

3. The following guidance pertains to all host, tenant units and associates and contractors using hazardous material within the confines of MAFB.
 - 3.1. Absolutely no hazardous materials are brought on MAFB until that material is authorized for use in a specific process or application and all other requirements for its possession, consumption and disposal as stipulated in this document are met by the requester by AF Form 3952.
 - 3.2. Environmental Safety and Occupational Health (ESOH) team authorization is required for each individual item of hazardous material used, stored, or in any way maintained on MAFB. The office of primary responsibility for the authorization process is the HAZMO or ESOH team located in their respective organizations. An AF Form 3952 and all supporting documentation (T.O., manufacturers

specifications, military specifications or a material specific letter from the requester) are submitted for each individual item of hazardous material, for each separate process or application involving hazardous material usage and storage. In addition, a MSDS accompanies each individual request for hazardous material. Failure to provide such documentation and paperwork results in delay or rejection of the request. ESOH team members should not authorize a hazardous material request without a MSDS attached to the AF Form 3952.

3.3. Completed forms are submitted to the HAZMO by the HAZFO. The HAZMO enters data into AF-EMIS and forwards the completed AF Form 3952 to 42 AMDS/SGPB and E-mail information to 42 ABW/SE for authorization. A representative from 42 CES/CEF is consulted in the approval process when required. The requester will be required to maintain a copy of the AF Form 3952. The original AF Form 3952 is filed in the 42 CES/CEV office.

3.4. Each organization, regardless of affiliation (military, civil service, appropriated/non-appropriated fund, tenant or contractor organizations, etc.), submits all procurement actions for hazardous material to the ESOH team to facilitate data capture necessary for local and regulatory compliance and to ensure complete authorization to use the materials has been obtained. This includes, but is not limited to, the following procurement methods or routes of entry to the installation:

3.4.1. Base Supply

3.4.2. IMPAC

3.4.3. Non-Appropriated Fund (NAF)

3.4.4. Medical Logistics (MEDLOG) withdrawals

3.4.5. Petty cash or commander's discretion funds

3.4.6. Lateral logistical support to units covered by joint service agreements

3.4.7. Standard and recurring contracts administered through 42 CONS and the Corps of Engineers.

3.4.8. CEMAS

3.4.9. Deployments

3.4.10. Samples distributed by sales personnel representing private industry or vendors

4. Military and Civil Service Applicability.

4.1 Absolutely no military or civil service employee is assigned duties entailing handling or exposure to hazardous materials until all training requirements, as determined by appropriate regulatory guidance, are met.

4.2. Specialized hazardous material training (for example, workplace, first responder awareness and operations, hazardous material technician and specialist, etc.) is required to ensure personal safety, proper handling, storage, utilization and disposition of hazardous material.

4.3. This training, as a minimum, informs the employee of all elements of the HAZCOM as outlined in 29 CFR 1910-1200 and AFOSH STD 161-21. Additionally, this training is provided to the worker before initial assignment to any duty that may expose the worker to hazardous material. Primary POC for HAZCOM training is the 42 AMDS/SGPM (Public Health).

4.4. The training, as a minimum, includes workplace specific elements and is updated whenever a new hazard is introduced into the workplace. Workplace specific training is generally provided by the employee's supervisor and is intended to inform the employee of hazards associated with their workplace environment. An employee is trained to recognize signs and symptoms of overexposure, available methods of exposure control, personal protective equipment (PPE) requirements, utilization or reutilization methods and appropriate emergency spill response action or disposal methods.

4.5. All training for military and civil service employees is documented on AF Form 55, **Employee Safety and Health Record**. Federal law requires AF Form 55 and other documentation of worker training be in compliance with 29 CFR 1910-1200, be maintained in the workplace, and available for inspection by federal, state, local and MAFB compliance inspectors.

4.6. All hazardous material, unless specifically exempted under 29 CFR 1910.1200 and approved by the ESOH team, enter MAFB through the receiving function operated by the appropriate HAZFO. Data is input into AF-EMIS and appropriate labels are issued before the materials are used by the organizations.

5. Hazardous Materials Management Process (HMMP) Policy/IMPAC Purchases of Hazardous Materials.

5.1. Each group or squadron appoints, in writing, a certifying official for the AF Form 3952 process. Information from the letters of appointment are recorded on ACCESS database located in 42 CES/CEV and, periodically or upon request, copies of the certifying official rosters are faxed or E-mailed to the appropriate HAZFO.

5.2. IMPAC cardholders ensure a completed AF Form 3952, MSDS, appropriate T.O. requirement, letter of justification for materials if required, or manufacturer-specific requirement is submitted to the appropriate HAZFO for processing. Check free issue area to see if item exists. The HAZFO, once the ESOH team has approved the authorization, will issue the customer a control number and approval for purchase. Once the item is purchased it must be brought to the appropriate HAZFO for labeling and issue through AF-EMIS. **Exception:** CE Self-help Store will provide a list and a MSDS for all new items not authorized in AF-EMIS.

5.3. Organizations who have approved authorizations and want to reorder with the IMPAC card only need to contact the appropriate HAZFO and receive a control number for purchase. Each purchase of a hazardous material with IMPAC must be brought to the HAZFO for issue through AF-EMIS.

5.4. Organizations who have unused or unopened hazardous material purchased with the IMPAC card make the effort to return items to the vendor where purchased and receive credit to their government account. If the vendor refuses the return, the organizations must turn-in items to the appropriate HAZFO for free issue or 42 CES/CEV for disposal.

Section C--Responsibilities

6. The Installation Commander, 42nd Air Base Wing.

6.1. Establishes and implements a program for hazardous material management to include a written policy or instruction, directives and procedures in accordance with AFI 32-7086.

6.2. Formally charters a Hazardous Material Management Process (HMMP) Team, chaired by the Chief, Hazardous Material Management Office to establish, implement, direct and monitor all applicable hazardous material policies. The HMMP team evaluates compliance with all federal, state, local and Air Force hazardous material laws and regulations.

6.3. Assigns responsibility for MAFB HMMP operations to 42 CES/CEV.

6.4. Ensures all host, tenant associates and contractor operated organizations are active participants in the HMMP team program to include, but not limited to:

6.4.1. 42 CES/CEV, 42 CES/CEF, 42 CES/CEOM, 42 CES/CER

6.4.2. 42 AMDS/SGPB

6.4.3. 42 ABW/SE

6.4.4. 42 CONS/LGCV

6.4.5. 42 CS/SCB

6.4.6. 42 SVS/SVF

6.4.7. 42 SUPS/LGSH

6.4.8. 42 MDSS/SGSL

6.4.9. 42 OSS/OSAA

6.4.10. 42 TRNF/LGT

6.4.11. Tenant Units

6.4.12. Contractors

6.5. **Funding Requirements.** Ensures resource requirements of this plan are addressed and programmed as needed or required. All funding requirements for the HMMP are submitted to 42 CES/CEV, which submits request to HQ AETC/CEVQ HMMP for Pollution Prevention funding consideration.

6.6. **Hazardous Material Management Office (HAZMO).** A decentralized office for the authorization, approval and oversight of hazardous material issues. The HAZMO (ESOH) Team, also known as the Environmental, Safety and Occupational Health or ESOH Team, is responsible, in conjunction with hazardous material users, process owners, base supply and supply research sections,

for the identification of non/less-hazardous substitutes and ensuring these are ordered whenever possible. The HAZMO consists of personnel from 42 CES/CEV, 42 AMDS/SGPB and 42 ABW/SE. Members of the HAZMO are located in their respective organizational office and are linked through AF-EMIS. The HAZMO (ESOH) Team:

6.6.1. As needed, staff includes advisors from 42 CES/CEF, 42 CS/SCB and 42 CONS/LGCV. Ensures the customer comes first and no delays occur in the customer accomplishing their mission. The ESOH team members operate as a decentralized team, with each representative working from their respective workstations.

6.6.2. Develops, implements and maintains local operating instructions and policies needed in support of MAFB organizations for hazardous material management, storage, tracking, issue receipt and control.

6.6.3. Serves as the primary installation focal point for all hazardous material authorizations, issues and procurement activities for the Standard Base Supply system (SBSS) assets. Additionally, serves as the installation focal point for all hazardous material authorizations on AF Form 3952.

6.6.4. Coordinates efforts of all wing activities in the establishment, implementation and operation of processes to control, track, minimize and reduce the variety and quantities of hazardous material stored and used by MAFB.

6.6.5. In coordination with the responsible supply customers, hazardous material certifying officials and HAZFOs, determine the optimum levels of hazardous material in use or stocked. Ensure maximum or minimum levels are established to preclude stockage of abnormal quantities of materials or substances.

6.6.6. Conducts inspections of work centers for the following purposes:

6.6.6.1. Validates compliance with this document and all other regulatory guidance regarding hazardous material and hazardous waste.

6.6.6.2. In the event of inspection discrepancies, issue Memorandum for Record (MFR) documenting non-compliance. The first non-compliance report is addressed to the appropriate Squadron Commander for corrective action. Subsequent reports for repeat findings are reported to the appropriate Squadron, Group and Wing Commander on an informational basis at the Environmental Protection Committee (EPC) meeting.

6.6.6.3. Reports of non-compliance are filed in the HAZFO folder, located in 42 CES/CEV, for not less than 3 years from the date of receipt.

6.6.6.4. Upon notification by the 42 CONS, the IMPAC coordinator of a suspected hazardous material purchase violation with the IMPAC, conducts a surveillance of squadron internal tracking of hazardous material purchased with the IMPAC to ensure compliance.

6.6.6.5. Reviews the hazardous material data provided by new contractors and notifies the contractor of those hazardous materials, which the HMMP tracks.

6.6.6.6. The ESOH team reviews each AF Form 3952 or AF-EMIS authorization request. Each member of the ESOH enters information and approvals into AF-EMIS.

6.7. The Hazardous Material Field Office (HAZFO). An organizational operation, similar in concept to the HAZMO, set up at the option of the HAZMO team, based on the number of hazardous materials used or requiring authorization on AF Form 3952. These are physical locations where hazardous materials are to be stocked, stored, issued, received, and tracked to and from an organization. The HAZFO is the central point of contact for organizations requesting hazardous materials. The HAZFO implements procedures for the acquisition and procurement of less hazardous materials/chemicals and also make every effort to reduce or minimize the use of these materials to the maximum extent possible. Regardless of the supply system or method of procurement, all hazardous materials are issued, inventoried and tracked by the appropriate HAZFO in the AF-EMIS tracking system. Organizations with a HAZFO are 42 MDG/SGSL (MEDLOG), 42 CES/CEOM (Civil Engineer Material Acquisition System-CEMAS), 42 SVS/SVFL (Logistic Support), 42 SUPS/LGSDH (Hazardous Material Field Office). The HAZFOs:

6.7.1. Attend all scheduled HMMP team meetings and provide useful input to team discussions.

6.7.2. Provide outstanding customer service by ensuring no delays occur in the customer receiving their hazardous material.

6.7.3. Ensure each AF Form 3952 is completely filled out, including a justification for Weapon Systems in Section III, and a MSDS is attached to the form.

6.7.4. Enter into AF-EMIS the following information:

6.7.4.1. NSN Screen, for new hazardous material requests, all red fields

6.7.4.2. CAGE (MSDS) Screen all red fields for the assigned NSN

6.7.4.3. AUTHORIZATION Screen all red fields and justification

6.8. Maintain a copy of all AF Form 3952 requests (less the MSDS).

6.9. Maintain a logbook of all AF Form 3952 requests. The logbook should have at least the following entries:

6.9.1. Date of request

6.9.2. National or assigned stock number

6.9.3. Product or Chemical Name

6.9.4. Date AF Form 3952 delivered to 42 CES/CEV

6.9.5. Control numbers issued to IMPACT card requests

6.10. Handcarry all AF Form 3952s to 42 CES/CEV for processing.

6.11. HAZFOs track all new and previously authorized hazardous material requests for issuance and inventory.

6.12. Monitor and control each designated issue point to ensure that no hazardous material is being shared between authorized and unauthorized users within the organizations.

6.13. Ensure a control number is issued to all IMPAC card requests for hazardous materials.

6.14. Ensure all IMPAC card requesters for hazardous materials check for items in free issue area. Bring free material or purchased product to the HAZFO to be labeled with a unique hazardous material label and then information can be loaded into AF-EMIS for issuance of the item.

6.15. Ensure hazardous material users return to vendors all unopened or unused products to receive credit to their government account. Partially used products are to be collected by the respective HAZFO for free issue. Items placed in free issue must be used up within 6 months. After 6 months, the unused free issue is turned over to the Base Hazardous Waste Manager for disposal (42 CES/CEV).

7. 42d Logistics Group (42 LG) Environmental Coordinator. An E-7 or above, or civilian equivalent, appointed by the 42 LG Commander to serve as the focal point for weapons systems environmental and pollution prevention initiative. Serves as the focal point for the weapons system HMRPP, weapons system ODS Management Program and 42 LG P2 Opportunity Assessments. The 42 LG Environmental Coordinator:

7.1. Leads and oversees the Weapons System Hazardous Materials Reduction Prioritization Process (HMRPP), as outlined in Chapter 3, AFI 32-7086.

7.2. Assists Logistics Group HAZMAT users in identifying T.O. chemical substitutions, performing cost analysis (to include pay-back for suggested T.O. substitutions or changes) and completing AFTO Forms 22 for T.O. changes; ensures good business practices are employed in suggestions for T.O. change requests.

7.3. Reports annual HAZMAT quantity data by weapons system for selected HAZMAT based on usage data in pounds, 42 LG allocation of annual HAZMAT usage by process and T.O. requirements, as required.

7.4. Assists LG HAZMAT users in determining which weapon system processes to focus P2 efforts on.

7.5. Employs the assistance of 42 CES/CEV, 42 AMDS/SGPB and 42 ABW/SE and Safety personnel to ensure T.O. substitutions does not increase environmental, occupational safety and health risks, despite cost benefit.

7.6. Ensures all weapon system ODS are managed, tracked and reported as outlined in AFI 32-7086, Chapter 4.

7.7. Reports Class I ODS issues; ensure SAO-approvals and AF Form 3952 authorizations are obtained prior to any purchase or issue of Class I ODS in support of weapon systems, as required

7.8. Assists the HMMP team to ensure the installation does not exceed its annual SAO approved Class I ODS allocation.

7.9. Provides weapon system ODS purchase and use data, as required.

8. Civil Engineer Squadron, Environmental Flight (42 CES/CEV). Responsible for environmental compliance, restoration, conservation and pollution prevention for all Maxwell AFB host and tenant units according to applicable federal, state, local and Air Force environmental laws and regulations. Civil Engineering Environmental (CEV) is delegated the team lead of the Hazardous Materials Management Team-HMMP with representatives from 42 SUPS, 42 AMDS/SGPB, 42 ABW/SE, 42 ABW/JA and 42 CONS. The Program Team reports quarterly to the Environmental Protection Committee (EPC). The 42 CES/CEV personnel review the AF Form 3952 and enter information into the Air Force Environmental Management Information System (AF-EMIS). The 42 CES/CEV:

- 8.1. Leads and provides management oversight of the HMMP process.
- 8.2. Organizes team meetings by establishing an agenda to be published not less than 2 days before to each meeting. Meetings are announced not less than 1 week before each one convening.
- 8.3. Publishes meeting minutes, includes a list of members present, key issues discussed, identification of OPRs for unresolved issues and estimated completion dates, not more than 1 week after the meeting.
- 8.4. Maintains all of the waste (hazardous and solid) entries in the AF-EMIS database, as required.
- 8.5. Participates as a member of the HAZMO (ESOH team) and adds the following information into AF-EMIS:
 - 8.5.1. After receiving the AF Form 3952 from the HAZFO, reviews the information on the authorization screen in AF-EMIS and update information to that screen from data on the MSDS.
 - 8.5.2. Reviews information NSN screen and update data from MSDS.
 - 8.5.3. Reviews information on CAGE (MSDS) screen and updates information from MSDS, especially the constituents information.
- 8.6. Handcarries the AF Form 3952 to 42 AMDS/SGPB for processing.
- 8.7. E-mails information from the AF Form 3952 and request approval by E-mail from 42 ABW/SE.
- 8.8. Be the final approving authority in AF-EMIS after picking the AF Form 3952 from 42 AMDS/SGPB.

9. Aerospace Medicine Squadron, Bioenvironmental Engineering Services (42 AMDS/SGPB). Responsible for occupational safety and health initiatives and the development, implementation and monitoring of compliance programs of all Maxwell AFB host and tenant units according to applicable federal, state, local and Air Force occupational health regulations. The 42 AMDS/SGPB:

- 9.1. Attends all scheduled HMMP team meeting and provide useful input to team discussions.
- 9.2. Provides support to the ESOH team to prevent mission degradation and to facilitate timely customer service. Additionally, on-call support is available by telephone or facsimile to facilitate emergency walk-through authorizations of AF Form 3952.
- 9.3. Implements comprehensive instructions for the completion of AF Form 3952, to include standardization of the approval process as it applies to 42 CES/CEV and 42 ABW/SE (ESOH concept).

9.4. Reviews each AF Form 3952 to determine whether the requested amount is reasonable and whether a manufacturer specific or HMIS MSDS is available. Evaluates process information on the AF Form 3952 for completeness and accuracy ensuring occupational health can be addressed to minimize health hazards to personnel. In the event the product causes unnecessary health risk, SGPB assists the customer in finding a suitable less hazardous substitute. Additionally, be a source to provide an MSDS to a customer.

9.5. Enters occupational data into AF-EMIS and update approval on page (2) of the authorization screen.

9.6. Calls or E-mails 42 CES/CEV to pick-up approved AF Form 3952s.

9.7. Accompanies ESOH team members on periodic compliance validation of all organizations.

9.8. Actively works with ESOH team staff; base supply and customers/process owners to identify non-hazardous or less hazardous substitutes for hazardous materials they currently use.

9.9. Actively eliminates the use of all chemicals and compounds containing chemicals with expanded standards, unless specifically authorized by T.O. or waiver.

9.10. Provides a link on their web page for all HAZMAT users to retrieve MSDSs.

11. Wing Safety (42 ABW/SE). Responsible for safety initiatives in accordance with 29 CFR 1910.119, *Process Safety Management*, and the development, implementation, annual inspection and monitoring of compliance programs of all MAFB host and tenant organizations according to federal, state, local and Air Force Occupational Safety Health (AFOSH) standards and regulations. The 42 ABW/SE:

11.1. Attends all scheduled HMMP team meetings and provide useful input to team discussions.

11.2. Reviews, approves/disapproves AF Form 3952 information on the authorization screen in AF-EMIS. Update page (2) on the authorization screen AF-EMIS with approval/disapproval and E-mail approval/disapproval information to 42 CES/CEV.

11.3. Actively works with the ESOH team, base supply research section, unit hazardous material requesters, hazardous material certifying officials, process owners to identify non-hazardous or less hazardous chemical substitutes for hazardous material currently used in the workplace and to identify possible process changes for the safety of the personnel and the work environment.

12. Civil Engineer Resources Flight (42 CES/CER).

12.1. Participates in the HMMP.

12.2. Attends all HMMP meetings, as required by the HMMP Team Chief, and provides useful input to team discussions.

12.3. Maintains the AF-EMIS database as the system administrator.

12.4. Resolves issues concerning problems with the AF-EMIS database.

12.5. Recommends system upgrades, as appropriate, to the HMMP Team Chief.

12.6. Install system upgrades to AF-EMIS and work with HAZFO system administrators to keep their systems current and operable.

13. Contracting Squadron (42 CONS).

13.1. Attends all scheduled HMMP team meetings, as required by the HMMP Team Chief, and provides useful input to team discussions.

13.2. Be prepared to provide input on contract negotiations as they relate to hazardous material management for contracted/contractor operations.

13.3. Ensures hazardous material suppliers are aware of MSDS requirements in accordance with FAR 52.223-3 and this instruction.

13.4. The 42 CONS IMPAC program coordinator performs periodic surveillance as required and reports any discrepancies in the purchase of Hazardous Materials to an ESOH team member.

13.5. The 42 CONS/LGC should ensure QAEs are knowledgeable of contract requirements regarding guidelines for hazardous material management and monitoring techniques.

13.6. Ensures the clause at FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*, and applicable DOD supplement clauses are added to solicitations and contracts that require delivery of hazardous materials.

13.7. Ensures at least one member of the ESOH team is invited to pre-performance and pre-construction conferences to inform contractors of ESOH team policies and directives as they pertain to hazardous material usage on this installation.

13.8. The 42 CONS/LGC coordinates and obtains approval from the requester before procuring hazardous material quoted as equal by contractor/vendors; requester is required to coordinate any change with ESOH.

13.9. Work with Civil Engineering to ensure language is placed in Performance Requirements Document (PRD), Performance Work Statements (PWS) and Statement of Work (SOW) that require contractor operations to comply with this hazardous material management instruction and AFI 32-7086 and other directive concerning environmental initiatives as directed or required while working within the confines of the installation.

14. Organizational Users of Hazardous Materials and CE Self-Help Store.

14.1. Follow and adhere to all policies and procedures developed and implemented by the ESOH team as detailed in this instruction and other official documents, program instructions and guidance regarding requisitioning, use, issue, tracking, storage, and disposal of hazardous materials.

14.2. Assign in writing, a primary and alternate AF Form 3952 certifying official. The certifying official serves as the unit's liaison with the ESOH team for all matters involving hazardous material, AF-EMIS and IMPAC procedures. Ensure requesters check free issue areas prior to IMPAC purchases. The

certifying official ensures a justification for Weapon Systems is entered in Section III, and sign below the requester's signature, on all AF Form 3952 requests.

14.3. Ensure the AF Form 3952 has been properly filled out and a MSDS accompanies the request to the HAZFO. In some instances, the HAZFO may be able to produce the MSDS for the requester. **See instructions for filling out the AF Form 3952 Attachment 3. Exception:** CE Self-help Store will only provide a list and a MSDS for all new items not authorized in AF-EMIS

14.4. Ensure all new requests for hazardous material are processed with enough time to allow for proper research, coordination, approval and delivery.

14.5. Ensure all hazardous materials stored or authorized for the organization have a MSDS and a copy of the AF Form 3952 on file. Ideally, keep both in a central location with ease of access for workers in support of 29 CFR 1910.1200, HAZCOM standard and to support emergency procedures in the event of spillage or other contamination.

14.6. Ensure only authorized hazardous material is requisitioned, stored and available for use in the workplace. Do not accept unauthorized hazardous material from other work sites, organizations or vendors without the approval of the ESOH.

14.7. Coordinate with HAZFO before turning any material in for free issue. If a hazardous material was purchased on the IMPAC card, every attempt are made to return the unused or unopened materials/chemicals back to the vendor for credit to the IMPAC account. **Exception:** CE Self-help Store is a free issue point for Household Hazardous Materials (HHM) and all items that cannot be returned to the vendor should; be placed in HHM free issue storage.

14.8. Provide aggressive, proactive support in the research for non-hazardous or less hazardous substitutes. ESOH team members make every reasonable effort to assist the customer in this task, but responsibility remains with the customer or process owner. Source for helping find substitutes: PRO-ACT: 1-800-233-4356 or Internet: <http://www.proact@osiris.cso.uiuc.edu>

14.9. The organization hazardous material certifying officials, shop supervisors and process owners should review annually, all approved AF Form 3952s to ensure the organizational requirement still exists for the authorized hazardous material.

14.10. Units receiving notice of non-compliance, based on deficiencies noted during compliance audits respond, in writing, with their plan for corrective action to the ESOH team. The squadron commander responsible for the unit signs the written reply. Additionally, any notice of non-compliance, and its written plan for corrective action, are filed for a period of 3 years with the organization. Any repeat findings result in a memorandum copy being sent to the installation commander.

14.11. Organizations who have initially completed an AF Form 3952 and have been authorized to receive a hazardous material does not have to prepare another AF Form 3952 for the same item. Contact the appropriate HAZFO to reorder the item.

14.12. Organizations, under any circumstance, does not accept vendor samples of possible hazardous materials without prior approval from the ESOH and 42 CONS/LGCV.

15. Communications Squadron Information Systems Flight (42 CS/SCB).

15.1. Attends all scheduled HMMP team meetings, as required by the HMMP Team Chief.

15.2. Provides assistance to the System Administrators to establish configuration and management requirements to ensure that AF-EMIS for HAZMAT management meets the Air Force requirements and interface with other informational data systems.

16. Contractors and Contract Personnel.

16.1. Contractors who supply their own hazardous material for use in the performance of their contracts provide a manufacturer-specific MSDS for each hazardous material before bringing hazardous material on the installation in accordance with Federal Acquisition Regulations; clause 52.242-3. In the event of emergencies after normal duty hours, the contractor notifies the ESOH team through 42 CONS/LGC and QAE inspector no later than the next duty day.

16.2. Contractors who procure hazardous material from a HAZFO must follow the procedures as outlined in 14 above.

16.3. Contractors who procure hazardous material from other than a HAZFO submit to the ESOH team, a list of all hazardous material and a manufacture-specific MSDS. This submission is made before the introduction of any hazardous material onto the installation. The list includes the contract number, performance period, QAE or inspector's name, and the name of a point of contact for hazardous materials. In the event of emergencies after normal duty hours, notify the ESOH team no later than the next duty day.

16.4. Should hazardous material usage requirements change during the performance of the contract, submit changes in writing to the ESOH team at 42 CES/CEV, B-1060, 400 Cannon St, Maxwell AFB AL 36112-6523.

17. Metrics. Metrics as defined by HQ AETC/CEVQ are accomplished within time constraints.

WILFRED T. CASSIDY, Lt Col, USAF
Commander, Civil Engineer Squadron

Attachments

1. Terms, Definitions, and References
2. Acronyms
3. AF Form 3952 Instructions

TERMS, DEFINITIONS, AND REFERENCES

The following definitions were compiled from a number of sources including Executive Order (EO) 12856, 3 Aug 98; HQ USAF/LG Message 171725Z, Jun 94; Hazardous Material Pharmacy (HMP); HQ USAF/LGSS Message 231749Z, Jun 94; HMP, HQ AETC HM Pharmacy Guide, AFMAN 23-10, Volume II, Part Two, *USAF Standard Base Supply System*, AFMAN 23-110, Volume 5, Chapter 25 HM and Hazardous Waste (HW) Management, Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulation (CFR) 1910.120 and 1910.1200, Environmental Protection Agency (EPA) 40 CFR Part 260-280, Department of Transportation (DOT) 49 CFR 171-173, Department of Defense (DoD) 4160.21-M, Defense Reutilization and Marketing Manual, Federal Standard 313D, Tables I and II and the Alabama Department of Environmental Management Administrative Code Division 14.

A1.1. Air Force-Environmental Management Information System (AF-EMIS). A DESCIM-approved computer software program to provide a management tool for the receipt, issue, storage, tracking, consumption and disposition of all hazardous materials. The AF-EMIS is also capable of tracking hazardous waste and waste related processes.

A1.2. Hazardous Material Information System (HMIS). A reference information system that provides Material Safety Data Sheets (MSDSs) used in conjunction with AF-EMIS to provide chemical constituents, health, safety and transportation information relating to hazardous material. More information can be obtained by contacting: (757) 445-9192; Fax: (757) 445-4842; E-mail: langley@norfolk.navy.mil

A1.3. Hazardous Communication Standard (HAZCOM). Public law as defined by OSHA in 29 CFR 1910.1200, established by Occupational Safety and Worker Right-to-Know Act. HAZCOM requires chemical manufacturers and importers to assess the hazards of chemicals, which they produce or export. This is accomplished by a written communication program, which includes labels, placards, and other forms of warning, MSDS information and training required. The following are specifically exempt from HAZCOM controls within the provisions of 29 CFR 1910.1200 and EPCRA Section 313 (SARA Title III) 40 CFR 372.28:

A1.3.1. Hazardous Waste

A1.3.1. Natural wood or natural wood products

A1.3.2. Finished articles

A1.3.4. Consumer commodities such as food, drugs, laboratory chemicals, cosmetics or personal hygiene products such as hand soaps, lotions and deodorants

A1.3.5. Assets (metal stock, wood, plastic, and certain item of the HHF listings, etc.) are not considered hazardous materials and do not normally require authorization on AF Form 3952s

A1.4. Hazardous Material (HM). A hazardous material is any product listed as such in CFR, Title 49, Sections 172.1, Hazardous Material Table. Specifically, any substance or material, in any quantity or form, with the potential to pose unreasonable risk to human health, safety or to the environment when transported in commerce, and is so designated. Only a member of the ESOH team can declare a material hazardous. If a MSDS states a product is non-hazardous, yet an ESOH team member deems the product usage in a hazardous or unsafe way, the product is considered a hazardous material and must be tracked

as such. Furthermore, if a MSDS states the product is hazardous, yet a member of the ESOH team deems the product usage in a manner that is not a hazard to human health or the environment, that item may not require tracking.

A1.5. Hazardous Substance (HS). A term used in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and the Clean Water Act (CWA). CERCLA gives EPA authority to require reporting of HS releases and to require parties to clean up contamination caused by hazardous substances. CERCLA defines a hazardous substance in two ways: (1) any pollutant identified by the Federal Water Pollution or Hazardous Air Pollution rules, the Resource Conservation and Recovery Act (RCRA), or the Toxic Substance Control Act (TSCA); or (2) any other substances the EPA designates as posing a substantial danger when spilled or released into the environment. These are listed in Title III List of Lists, the consolidated list of chemicals subject to the Emergency Planning and Community Right-to-Know Act (EPCRA) and Section 112(r) of the Clean Air Act, as amended.

A1.6. Material Safety Data Sheet (MSDS). The MSDS contains information about the material's ingredients; physical or chemical characteristics, fire or explosion hazard data, reactivity data, health hazard data, precautions for safe handling and use, transportation, labeling data and control measures. Material Safety Data Sheets are produced by the manufacturer and provided to customers either by the manufacturer or distributor of the hazardous material.

ACRONYMS

AETC	Air Education and Training Command
AF	Air Force
AFCEE	Air Force Center for Environmental Excellence
AF-EMIS	Air Force-Environmental Management Information System
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFPD	Air Force Publication
AFTO	Air Force Technical Order
AUL	Authorized User List
BEE	Bio-Environmental Engineers
CE	Civil Engineering
CEF	Civil Engineering Fire Department 42 CES/CEF
CER	Civil Engineering Resources 42 CES/CER
CEV	Civil Engineering Environmental 42 CES/CEV
CONS	Contracting Squadron 42 CONS
CS	Communications Squadron 42 CS
CFR	Code of Federal Regulations
DESCIM	Defense Environmental Security Corporate Information System
DLA	Defense Logistics Agency
DoD	Department of Defense
DOT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
EHS	Extremely Hazardous Substance
EPA	Environmental Protection Agency
EPC	Environmental Protection Committee
ESOH	Environmental Safety and Occupational Health
HAZFO	Hazardous Materials Field Office
HAZMAT	Hazardous Material
HAZMO	Hazardous Material Management Office
HAZWASTE	Hazardous Waste
HM	Hazardous Material
HW	Hazardous Waste
HMMP	Hazardous Material Management Program
HMP	Hazardous Material Pharmacy
HMRPP	Hazardous Material Reduction Prioritization Program
HQ	Headquarters
HQ AETC	Headquarters Air Education and Training Command, San Antonio, TX
HQ USAF	Headquarters United States Air Force, Washington D.C.
HS	Hazardous Substance
IEX	Item Exemption (Code)
IMPAC	International Merchant Purchase Authorization Card
LG	Logistics Group
LGSDH	Base Supply (HAZFO)
MAJCOM	Major Command
MAFB	Maxwell Air Force Base
MSDS	Material Safety Data Sheet

ODS	Ozone Depleting Substance
OPR	Organization's Primary Responsibility
OSHA	Occupational Safety and Health Administration
POC	Point of Contact
PPE	Personal Protection Equipment
SAO	Senior Acquisition Official
SOS	Source of Supply
SUPS	Supply Squadron
T.O.	Technical Order
UEC	Unit Environmental Coordinator
USAF	United State Air Force

AF FORM 3952 INSTRUCTIONS

AF Form 3952 Help/Instructions CHEMICAL/HAZARDOUS MATERIAL AUTHORIZATION		
BLOCK #	BLOCK TITLE	DESCRIPTION
1	Type of Request	Initial or recurring
2	Process Code	EMIS process code that can be obtained from either the HAZMAT or the bioenvironmental engineer.
3	Command/Org. Symbol	Self explanatory
4	Work Center Title	Self explanatory
5	Supply Account Codes	Self explanatory
6	Building Number	Building where HAZMAT will be used.
7	Location	Specific location in building identified in Block 6 where HAZMAT will be used.
8	Material Name	Common name or description of the HAZMAT requested.
9	NSN/LSN	National or Local Stock Number of the HAZMAT.
10	Unit of Issue	Self explanatory
11	Material Specification	Military or commercial specification of the HAZMAT
12	Draw Amount	Quantity and unit amount of HAZMAT taken by user, e.g., 14 ounces, or 10 pounds, or one quart.
13	Draw Frequency	How often the HAZMAT will be needed
14	Sole Source Manuf. Name/CAGE	Self explanatory
15	Sole Source Part Number/Trade Name	Self explanatory
16a	Document Number	Self explanatory
16b	Paragraph Number	Relevant paragraph requiring use of HAZMAT
16c	Page Number	Relevant page number requiring use of HAZMAT
16d	Revision/Change Number	Document revision/change number
16e	Revision/Change Date	Self explanatory
17	Is this request....?	Self explanatory
18	Task	A full description of the work activity and process in which the HAZMAT in question is used. If necessary, provide the following information: 1. Application method, including but not limited to: hand, brush, spray, spatula/putty knife, cloth, roller, dipping, pouring, squeeze bottle, hose, spray gun/nozzle, and vapor condensation. 2. Type of industrial equipment, such as open tanks, closed tanks, vapor degreaser, spray booth, mechanical equipment, or liquid-tight equipment (closed system) in which the HAZMAT will be used. 3. If the HAZMAT is transferred to industrial equipment list the equipment number and specify whether the transfer will occur by pouring, pumping, or another method. 4. Method by which the HAZMAT will be or has been mixed (hand mixer, open container, mixer, closed container, etc.), heated (oven, soldering iron, torch, etc.), or abraded (wire brush, sander, grinder, etc.)
19	Amount of material used per task	Self explanatory. (This amount is different from DRAW AMOUNT in box 12. For example, a user wishing to change the oil of four vehicles would draw 20 quarts of oil, but use five quarts per vehicle. The five quarts should be listed in this box.)
20	Frequency of task	Self explanatory

21	Duration of task	Self explanatory
22	Engineering controls used	Such as exhaust/ventilation, enclosures, covered tanks, cooling coils, etc.
23	Personal Protective Equipment (PPE)	List any PPE used while performing this task. Include eye, face, body, foot, and hand protection, and manufacturer and model number for both respirator and cartridge.
24	Method of disposal for waste	Typical responses include, but are not limited to: totally consumed in process, partially consumed in process, recycled on-site, drummed/ containerized, sanitary sewer, storm sewer, industrial drain, bulk, recycled off-site, and air emission.
25	Additional information	Self explanatory
26a	Requester's name, orgn symbol, telephone	For individual performing the task.
26b	Signature	Self explanatory
26c	Date	Self explanatory
27a	Certifying Official's name, orgn symbol, telephone	Workcenter supervision who certifies that the material is required as stated.
27b	Signature	Self explanatory
27c	Date	Self explanatory

Part II - MATERIAL AUTHORIZATION: Bioenvironmental engineering (BE), safety (SE), and civil engineering (CE) offices must review Part I of each AF Form 3952 and complete Part II.

Section I. HEALTH REVIEW. BE will evaluate Part I of AF Form 3952 and document in Part II, Section I of AF Form 3952 HAZMAT request-associated health risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT-related work area surveys. The authorization will identify any conditions of use such as engineering controls and mandatory health measures. The authorization also may serve as a certification of the appropriate personal protective equipment (PPE).

Section II. OCCUPATIONAL SAFETY REVIEW. SE will evaluate Part I of AF Form 3952 and document in Part II, Section II of AF Form 3952 safety risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT-related work area safety surveys. The authorization will identify conditions of use such as administrative and engineering controls and PPE.

Section III. ENVIRONMENTAL MANAGEMENT REVIEW. CE will evaluate Part I of AF Form 3952 and document in Part II, Section III of AF Form 3952 environmental requirements and control options. Reviews will include HAZMAT-related work area surveys such as environmental controls, environmental permits, disposal restrictions, and ozone depleting substance approvals.